

DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES
JOB OPPORTUNITY
HUMAN RESOURCES ASSOCIATE – #OC24578
HUMAN RESOURCE SERVICES CENTER
CORE-CT UNIT

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: Candidates who are on the current exam list for Human Resources Associate
Location: 460 Silver Street, Middletown, CT 06457
Job Posting No: OC24578
Schedule: 8:00 a.m. – 4:30 p.m., Monday thru Friday, full time, 40 hours per week
Salary Range: \$59,261.00 - \$80,808.00
Closing Date: January 28, 2014

Eligibility Requirement:

Candidates must have applied for and passed the Human Resources Associate exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

Duties will include: Leading Human Resources Assistants assigned to the Core-CT unit by assigning and reviewing work, prioritizing and assisting and guiding staff with interpretation of collective bargaining rules and policies and procedures; prepares and maintains human resource records utilizing the Core-CT system; calculates salary in accordance with collective bargaining and statutory regulations and procedures; monitors working test periods; utilizes Core-CT to create EPM reports; analyzes data and conducts audits of salary calculations, working test period completions, extensions, position transfers, reclasses, resignations, retirements, etc.; conducts service audits calculating seniority in accordance with collective bargaining rules and statutory regulations; conducts new employee orientation; liaison for Core-CT, self-service and security setting issues with Human Resources professionals and DAS Core-CT; processes and monitors FMLA, leaves of absence and Worker's Compensation transactions in the Core-CT system; performs related duties as required.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit the State of Connecticut Application for Examination and Employment (CT-HR-12). The position number must be noted at the bottom of Page One of the State of Connecticut Application (CT-HR-12).

PLEASE SEND APPLICATIONS TO:

DMHAS/Office of the Commissioner
Human Resources 4th Floor
410 Capitol Avenue,
Hartford, CT 06106
Fax: (860) 418-6697
Maria.D.DeJesus@ct.gov

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.